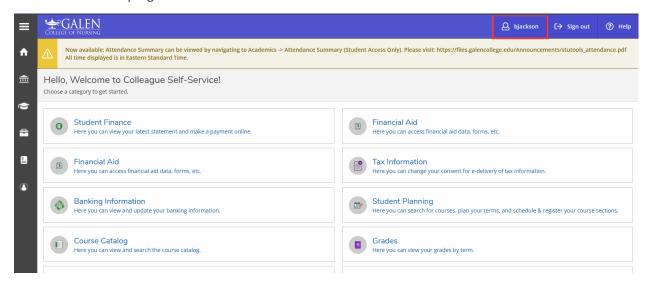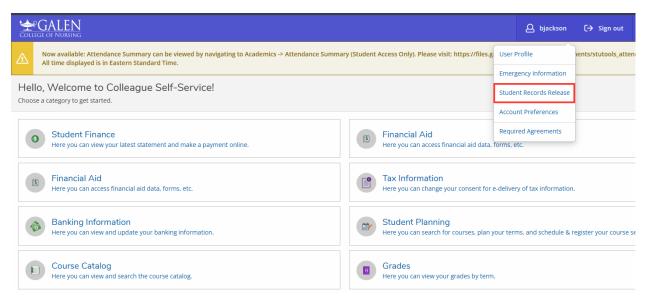# NEW STUDENT FERPA RELEASE PROCESS

Recording of new process walkthrough attached to marketing request.

- Login to Student Self-Service: https://colss-prod.ec.galencollege.edu/Student?hideProxyDialog=false

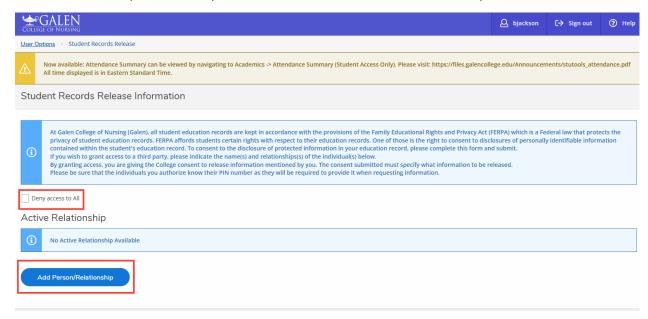- Click name in the top right corner

- Select "Student Records Release"

- Students have the option to "Deny access to All" or to "add Person/Relationship"

- Add Person/Relationship and "Submit" - Make note of the PIN number you set and share it with the person you have added. This will be used to confirm they are on the FERPA release.